

## Prepare an existing unit for reuse

### Introduction

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When you revise a volume, you may revise some of your own existing units and borrow other units from another course. You should re-apply the unit template. Before you revise a unit or reuse a unit from another course, prepare the file for reinsertion into the current unit template.

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### Preliminaries

1. Make sure you have these format elements:
    - Unit introduction.
    - Section titles.
    - Section introductions.
  2. Write down the unit title
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### Delete elements the template automatically inserts

1. Turn off the “track changes” feature if it is on.
  2. Delete:
    - Unit title
    - Unit menu.
    - Blank lines at the beginning of the document.
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### Save and close the file

- On the menu bar, click on File, then on Save As...
  - Save the file in a name you will recognize later when you create your new unit (such as u1source). Put the file in the folder for the related volume.
  - Close the file.
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